



ANNOUNCEMENT FOR OPEN TESTING EXAMINER III (LABORATORY FIELD SERVICES)

Final Filing Date: **MARCH 11, 2005**
Bulletin Release Date: February 14, 2005

SW30-7947 5HA13



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available through the Internet at http://www.spb.ca.gov/employment/employment_app2.htm, and at the testing office shown below. Applications may be filed in person or by mail with:

	DEPARTMENT OF HEALTH SERVICES	916-552-8345
	SELECTION UNIT	
In Person:	1501 Capitol Avenue, Suite 1501	
By Mail:	MS 1300-1302	
	P.O. BOX 997411	
	Sacramento, CA 95899-7411	

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for EXAMINER I OR/AND EXAMINER II scheduled at the same time, you may file for all examinations on a single application. You must indicate the class title(s) for each examination you are applying on the application Form STD. 678.

FINAL FILING DATE: Applications must be submitted by **February 25, 2005**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

EXAMINATION DATE: It is anticipated that interviews will be held in Bay Area and Los Angeles.

SALARY RANGES: \$5713 - \$6906 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: This is the full supervisory level. Under general direction, is responsible for the planning, coordination, and evaluation of a group of activities of the Laboratory Field Services; provides administrative direction to Examiner I and II, Laboratory Field Services, and Cytotechnologists, Laboratory Field Services; and performs other related duties.

Positions exist with the Department of Health Services in Bay Area and Los Angeles.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by February 25, 2005, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Possession of a valid license as a clinical laboratory scientist or technologist (general or specialized), or certification as a public health microbiologist issued by the California State Department of Health Services

And

Either I

Two years of experience performing the duties of an Examiner II, Laboratory Field Services, in California state service.

or II

Experience: Broad and extensive professional experience in a large clinical or public health laboratory administration or supervision;

and

Education: Possession of a doctorate degree in one of the clinical or public health laboratory sciences.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel (QAP) interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned, change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: In addition to evaluating the candidate’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor’s:

Knowledge of:

1. Technical areas of clinical or public health Laboratory sciences, such as clinical chemistry; toxicology; bacteriology; immunology; mycology; hematology; parasitology; cytology; or virology; including principles, techniques,
2. Current developments in clinical and public health laboratory sciences.
3. State and Federal laws and regulations relating to clinical and public health laboratory sciences.
4. Use of available scientific information technology.
5. Specific application of laws and regulations relating to clinical and public health laboratories, including principles and procedures involved in the investigation of violations and current developments in legislative action affecting clinical and public health laboratories and personnel
6. General principles of effective leadership.
7. Principle and practices of organization and management as applied to a laboratory program or activity.
8. Principles, practices and techniques of public health administration and personnel management and supervision of the work of others.
9. Promoting equal opportunity in hiring, employment development and promotion, and a work environment, which is free of discrimination and harassment.

Ability to:

1. Conduct surveys and investigations of clinical and public health laboratories; blood banks; and other specialized facilities with accuracy, thoroughness, and tact.
2. Interpret and apply laws and regulations to specific cases.
3. Communicate and consult with laboratory personnel and administrators.
4. Analyze complex data prepare and report.
5. Perform clinical laboratory tests, microbiological analyses, or other specialized technical procedures.
6. Direct the activities of others.
7. Organize specialized activities or programs.
8. Plan, organize, and coordinate varied specialized activities and programs.

9. Prepare budgetary materials.
10. Confer and work with legislative representatives, the regulated public and their representatives, advisory committees, and administrative officials of the Federal, State, and local agencies.
11. Communicate effectively.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assume a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans' preference credits will not be granted in this examination since it doesn't qualify as an entrance examination. California law limits granting of veterans preference credits to entrance examinations <http://leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=18001-19000&file=18971-18979>. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department(s) shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379